



COVID-19 (nCorona) Virus Outbreak Control and Prevention State Cell

Health & Family Welfare Department

Government of Kerala

COVID PROTOCOL FOR VIPs **No.31/F2/2020 Health- 29th July 2020.**

Very Important Persons (VIP) are those individuals in the political and administrative sectors involved in state level leadership and decision making. It is extremely important that these VIPs are shielded from any risk of COVID infection so as to maintain the key functioning of the government and its departments, especially during pandemic.

The following advisory is issued:

I. FOR THE VIP

1. Avoid going in public places and avoid public functions completely. If at all planning to visit a public meeting/place, always wear a triple layer mask and sanitise hands frequently.
2. **Meetings**
 - a) All physical meetings to be avoided. Conduct meetings on line.
 - b) Only critical and confidential meetings to be conducted physically, that too with a very limited number of persons.
 - c) Maintain a distance of at least 6 feet between persons in the meetings.
 - d) Meetings should be conducted in open conference halls with less than 50% capacity. The conference halls should have plenty of cross ventilation with open windows and doors. Air conditioning is not preferred.
 - e) The conference halls/meeting halls should be well ventilated and surface disinfected with appropriate disinfectants well before the start of the meeting and after the meeting. (1% Hypochlorite solution or alcohol disinfectant). Arm of chairs, railings, door handles, mic handle, table surfaces etc should be given extra attention.
 - f) Speak with the mask worn throughout and avoid speaking loudly.

- g) All participants attending meeting to wear masks throughout and sanitise their hands before entering the meeting hall.
 - h) Avoid exchange of any objects/articles without proper disinfection.
 - i) Avoid serving of snacks and food during the meetings. If at all, extra precautions are required to follow physical distancing.
3. Use of digital files should be promoted. Frequently wash hands/Use alcohol-based hand sanitizer, especially after handling physical files and other office items
4. **Visitors:** Limit the number of visitors. Only in exceptional circumstances, visitors may be allowed directly inside the chamber/room with following precautions.
- a. All visitors should be screened for any symptoms including cough, running nose, fever before entering room. Anybody even with mild symptoms should not be permitted in.
 - b. Visitors to use hand sanitisers before entering the chamber.
 - c. Visitors should be wearing a three-layer mask throughout
 - d. Visitors to stay at more than 2m distance from VIPs.
 - e. Visitors from containment zones, travellers etc should not be allowed direct meetings. They may be provided alternate virtual meetings.
 - f. VIPs may use a face shield during direct meetings. The face shields should be washed with soap and water and dried after each use.
 - g. Objects/articles should not be exchanged between visitors and the VIP
5. To the best possible extent avoid direct media briefings. Use virtual/online platforms.
6. Daily monitoring for symptoms and signs should be done for the VIPs, If there are any symptoms they should be tested immediately using Xpert/RTPCR. They shall remain isolated till the results comes.
7. Pulse oximetry shall be performed every day and recorded (self)

II. VIP SECURITY STAFF, PERSONAL STAFF AND DRIVERS:

1. A three tier system of security and personal staff should be identified and rotated every 14 days. They should be exclusive group who will not socialize with any one and will be on a strict protocol.

Tier	Description	Duration
Tier-1	-14 days of continuous duty -They should wear three-layer mask and maintain social distancing with all other persons while on active duty. They should practice hand hygiene frequently. -While on off duty they should stay in individual rooms; should not use canteen, or common places and absolutely no socialization -Not permitted to stay or visit home during these 14 days	14 days
Tier-2	-Individuals who have completed 14days of tier-1 duty and guidelines are considered as tier-2 persons and are permitted to stay/visit their homes. - They should limit their physical contacts only to close family members - Avoid social contact; mass gatherings, maintain physical distancing and wear masks throughout. - Avoid contact with persons from containment zones/hotspots, international or interstate travellers	14 days
Tier-3	-Individuals who have completed tier-2 period are considered as tier-3 -They should undergo an individual quarantine facility for 7 days - On day 7 they should be tested for COVID-19 by rapid antigen test - If the rapid antigen test is positive they should be managed according to the guidelines. They are not permitted to go into tier-1 and perform their duty. - If the test is negative, they may return to tier-1 for active duty the next 14 days.	7 days

*Tier-1 should be tested according to tier-3 criteria for testing at the beginning of implementation of this plan

2. They should ensure that they are not symptomatic and should not be having
 - a. Contact with persons in containment zones/Contact with COVID confirmed cases/suspects/ interstate or international travellers,
 - b. Attend unofficial functions/meetings, marriages, visit to market places etc
3. They should monitor their health themselves and report any symptoms.
4. They should also advice their family member to avoid contact with persons from containment zones/ COVID cases/suspects and with international or interstate travellers
5. They should also report any clustering of similar symptoms in their families (even if one) or family members with contact with persons from

Containment zones/ COVID suspects/ contact with interstate or international travellers in their family.

III. TRANSPORTATION OF VIPs

1. Dedicated vehicles and drivers and security should be arranged.
2. Co-Passengers other than the designated security personnel and driver should not be permitted
3. The vehicle should be disinfected both outside and inside using appropriate disinfectants (door handles, floormats etc) after each trip from one place to other place.

IV. FAMILY MEMBERS OF VIPs:

1. Family member should avoid large community contact; mass gatherings, large social functions
2. They should avoid contact with persons from containment zones/ hotspots, contact with international/interstate travellers
3. They should self-monitor their health
4. If there are any symptoms they should be tested using rapid antigen test
5. Domestic helpers, support staff should be residential and they should follow strict protocols as suggested above.

ANYONE IN THE ANY OF THE ABOVE MENTIONED CATEGORIES IF DEVELOPING ANY INFLUENZA LIKE SYMPTOMS – FEVER, COUGH, ALTERATION IN SMELL, DIARRHOEA, RUNNING NOSE SHOULD IMMEDIATELY INFORM DISHA NUMBER-1056.


Principal Secretary